

Using Records Retention Schedules: How Long Do Associated Student Body (ASB) Records Need to Be Kept?

Purpose: Provide guidance to school districts and associated student bodies on how long ASB records need to be kept.

ASB records are typically all covered in the [Local Government Common Records Retention Schedule \(CORE\)](https://www.sos.wa.gov/archives/RecordsManagement/Managing-School-District-Records.aspx) which can be found at Washington State Archives' website at:
<https://www.sos.wa.gov/archives/RecordsManagement/Managing-School-District-Records.aspx>

Here is the retention for some of the most common types of ASB records:

Type of ASB Records		Covered By
Agendas / Meeting Packets / Minutes / Recordings of Meetings		Meetings – Governing/Executive (DAN GS50-05A-13) <i>Retain for 6 years after end of calendar year then Transfer to Washington State Archives for permanent retention</i>
Bylaws	Adopted	Charter and Bylaws – Adopted (DAN GS50-05A-01) <i>Retain until superseded then Transfer to Washington State Archives for permanent retention</i>
	Development	Charter and Bylaws – Development (DAN GS50-05A-07) <i>Retain until no longer needed for agency business then Contact Washington State Archives for appraisal and selective retention</i>
Elections		Elections – Held and Certified by the Local Government Agency (Official Results) (DAN GS2012-019) <i>Retain for 6 years after end of calendar year then Contact Washington State Archives for appraisal and selective retention</i>
Expenditures/Financial Records		Financial Transactions – General (DAN GS 2011-184) <i>Retain for 6 years after end of fiscal year then Destroy</i>
Yearbooks		Publications – Master Set (DAN GS50-06F-04) <i>Retain until no longer needed for agency business then Contact Washington State Archives for appraisal and selective retention</i>

For the full description of these types of records and other guidance, please see the [Local Government Common Records Retention Schedule \(CORE\)](https://www.sos.wa.gov/archives/RecordsManagement/Managing-School-District-Records.aspx).

Additional advice regarding the management of public records is available from Washington State Archives:

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**